



PLANNING COMMISSION HEARING MAY 22, 2018

STAFF REPORT #18-03 MASTER DEVELOPMENT PLAN\DESIGN REVIEW

REQUEST

To allow the conversion of a vacant 840 square foot single family dwelling for an office in the CT Tourist Commercial zone.

RECOMMENDATION

The Planning Commission adopt Resolution #18-06 to recommend approval of the Master Development Plan and Design Review to the Town Council, subject to the recommended findings and the conditions of approval.

PROJECT DESCRIPTION

Location: On the north side of Brace Road, across from Dias Lane.
APN: 044-150-047
SIZE: 3.4 acres

General Plan, Zoning, and Existing Land Uses

	GENERAL PLAN	ZONING	CURRENT LAND USE
ON SITE	TOURIST COMMERCIAL	CT	VACANT
NORTH	TOURIST COMMERCIAL	CT	I-80
EAST	TOURIST COMMERCIAL	CT	CHILDREN'S NURSERY
SOUTH	RESIDENTIAL ESTATE	RE	SINGLE FAMILY RESIDENTIAL
WEST	TOURIST COMMERCIAL	CT	GROUP HOME

Improvements/Utilities/Service Systems:

Sewer – Septic **Water – PCWA** **Gas/Electric – PG&E**
Trash – Recology Auburn Placer **Fire – South Placer Fire District**

The 840 square foot (sf) dwelling is vacant and located within the southeast ½ acre corner of the 3.4 acre parcel, along with a small barn. This area is flat and level with a few mature oak and other trees and bushes. There is an unpaved residential driveway off of Brace Road. The dwelling is served with water by the Placer County Water Agency (PCWA) and currently on septic. The remaining portion of the 3.4 acre parcel is level, sloping slightly to the northwest with trees and brush. The surrounding area is characterized as rural residential with a daycare adjacent to the east, a group home to the west, and residences across Brace Road. Down Dias Lane, within the City of Rocklin, is a RV dealership.

The building will be a real estate consulting office of Golden Property Development LLC, and occupied by the owner and one employee. Phone calls, emails, paperwork and occasionally shipping of small packages will be the primary activities. Business does not require customers to visit the office premises. The proposed hours of operation will be Monday through Friday, 8 AM to 6 PM.

ISSUES

New Uses in the Commercial Tourist Zone

Conversion of single family dwelling to an office is a "Permitted Use," that may be approved by staff in all of the commercial zones, including the CT zone. However, all new uses in the CT Zone require approval of a Master Development Plan (MDP) by both the Planning Commission and the Town Council. Since there has never been an office use at this location, it is considered a new use, and subject to a Master Development Plan (MDP).

Master Development Plans

The MDP requirements apply to all new projects in the CT zone, whether large multi-parcel projects, or a simple permitted use as in this case. A Master Development Plan, such as the one prepared for the Turtle Island Project, is immensely expensive to the applicant, but a necessity for good town planning. However strict adherence to these standards places an undue burden for projects with minimal impacts. Therefore, in order to apply the zoning code equitably, the MDP would only apply to the southeast ½ acre of the project site, where the dwelling is proposed to be used as a commercial office. The MDP approval would be limited to only the conversion of the dwelling for office uses. No other entitlement or approval is to be allowed within the ½ acre MDP area, or anywhere else on the 3.4 acre parcel.

Conditions of approval have been prepared limiting the use of the existing dwelling for a commercial office, and no other uses including residential. Changes to the use, or expansion or replacement of the existing dwelling within the MDP would require planning commission approval. Any and all other development of the MDP or the remaining portion of the 3.4 acre parcel will be subject to the preparation and approval of a future MDP.

The Master Development Plan submitted by the applicant satisfies the requirements of Section 13.26.070 A. 2. Master Development Plan Contents, for a minimal project such as this conversion of a residence to an office.

Approval and Findings

Approval of a Master Development Plan requires the Planning Commission and Town Council to each conduct a public hearing. The Planning Commission at their hearing makes a recommendation to the Town Council whether to approve, approve as modified, or disapprove the proposed Master Development Plan. The Town Council then holds a public hearing to approve, approve with modifications, or disapprove the Master Development Plan. Each body is required to make findings that the use is consistent with the General Plan and allowed in the CT zone. They need to find the MDP and land uses are suitable for the site and compatible with the circulation system and adjacent uses.

Adjacent Land Uses

The nearest residence is approximately 130 feet south, across Brace Road from the proposed office. The "Little People" daycare is approximately 140 feet to the east, with the children's enclosed outside play area approximately 200 feet away. Approximately 270 feet to the west is a residence said to be a licensed group home.

Parking

The zoning code requires 1 parking space for every 250 sf of floor area. The MDP provides four parking spaces, including one handicap consistent with the zoning code. The zoning code requires parking, driveways, and vehicular travel ways be all paved. The applicant will also be required to provide a paved apron, between the terminus of their driveway and the paved portion of Brace Road to the satisfaction of the Town Engineer.

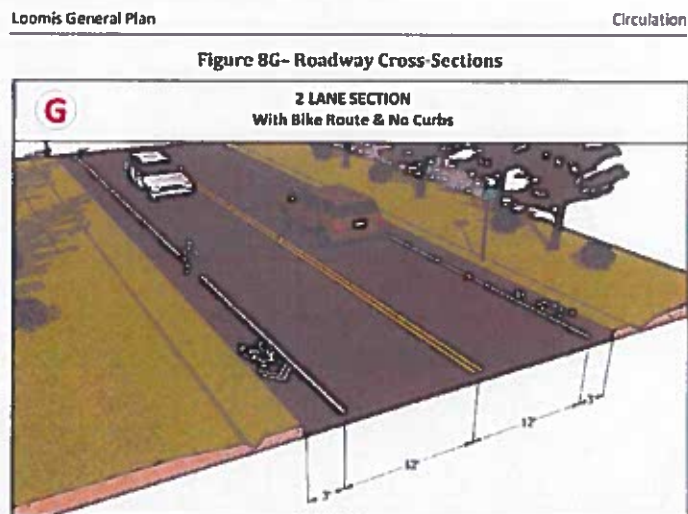
Screening

Section 13.34.040 C. 4. D Landscape Location Requirements requires a buffer between a commercial use's parking area and an adjacent residential use. The only adjacent residential use is 200 feet to the west, with heavy

vegetation between it and the parking. While the daycare to the west is a commercial use, because of the presence of children is being considered a residential use. But even so the parking would be over 170 feet away, on the other side of the office building. As the parking lot is not adjacent to Brace Road, no screening is required. The landscape screening standards may be modified, if an alternative would be equally effective. The office use as requested by the applicant, would have minimal impact on adjacent uses, more like a residence, especially given no customers are proposed to visit. In addition, the distance and either the existing vegetation to the west, or the proposed office to the east provides sufficient buffering. Therefore staff recommends a block wall need not be required, as the proposed landscaping and existing vegetation, provide sufficient screening of the parking lot.

Traffic\Street Improvements

This section of Brace Road is categorized as a two lane road requiring a "G" level improvements as shown in Figure 8G of the 2016 Circulation Element of the Loomis General Plan.



The Town Engineer reviewed the project and instructed the applicants to limit ingress and egress to one point of the proposed MDP, and provide a paved apron between the existing paved right of way, and their own paved driveway. Future development exceeding the proposed use would be required to provide access across from Dias Lane and improvements as may be required by the town.

Utilities\Public Services

Water is provided by PCWA by an existing 5/8 inch meter connected to an 12-inch water main in Brace Road. In a letter dated May 7, 2018 PCWA responded to the Town's request for comment and review of this project. To obtain service, they will need to enter into a facilities agreement with PCWA, and provide improvements and fees in accordance with SWRCB and PCWA standards. (attached)

The site is now using a septic system. SPMUD is currently extending a new 18" trunk line along Brace Road and should be capable of serving this site later this year. During the construction of the trunk line, the applicant has made arrangements with SPMUD to construct a lateral from the trunk line to within his property.

While new construction in the commercial zones, must connect to public sewer, this is an existing building and septic system. Staff recommends the septic system be allowed while the SPMUD trunk line is under construction, and connect to it within one year after it is ready for service. SPMUD in their letter dated May 7, 2018 provided comments. Should the property connect to their system, they will need to obtain a can and will-serve letter from them, along with complying with their design requirements and fees. (attached)

Other Public Agency Comments

A request for comments and review was sent to responsible and trustee agencies providing services or with permitting authority for the project. (Attached) Along with responses the South Placer Municipal Utility District (SPMUD), and Placer County Water Agency (PCWA), and addressed above, comments were also received South Placer Fire District (SPFD), City of Rocklin, and the Placer County Environmental Health Division (PCEHD). (Attached)

The South Placer Fire District in an e-mail dated May 3, 2018(attached) noted tenant improvements will require review for code compliance and will necessitate the submittal of both site and floor plans for approval. In addition, the project site will be inspected yearly, and the address must be clearly visible from the street.

Neither Recology, the City of Rocklin, nor PCEHD, had any comments.

DESIGN REVIEW

Design Review is required for all nonresidential development per **Section 13.62.040 B** of the Loomis Municipal Code to ensure proposed development "Provides architectural design, building massing and scale appropriate to and compatible with surroundings and the community." No new buildings or façade changes are proposed and the existing buildings and grounds are compliant with the Town's rural and small town aesthetic standards.

In addition, the applicant proposes the following:

1. Removal of two trees to the west of the existing building to allow the new parking area to be installed.
2. Maintaining, trimming and cleaning up existing landscaping within the Master Development Plan area surrounding the existing building.
3. Modification/installation of native landscaping in landscape areas surrounding the new parking and existing building, within the Master Development Plan area, as per Town of Loomis code requirements.
4. Installation of automated irrigation system to water the landscape areas within the Master Development Plan area, as per Town of Loomis code requirements.
5. Modification to the existing three-foot fence around the existing building by moving a portion of the fence, east towards the existing building to allow the new parking area to be installed.

Any new construction, remodeling, or change of use, of structures will be subject to design review requirements.

The existing building and landscaping satisfy the findings required by **Section 13.62.040 F. Findings and Decision**.

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

The project is Categorically Exempt from the California Environmental Quality Act (CEQA) as per Section 15303 Class 3 New Construction or Conversion of Small Structures.

RECOMMENDATION

The Planning Commission adopt Resolution #18-06 to recommend approval of the Master Development Plan and Design Review to the Town Council, subject to the recommended findings and the conditions of approval.

ATTACHMENTS

1. Draft Resolution #18-06
 - a. Findings
 - b. Conditions of Approval
2. Application #18-03
 - a. Overall Parcel Site Plan
 - b. Site and Landscape Plan
 - c. Applicant's Submittal Letter\Project Description
 - d. Photos-Proposed Office Building
3. Maps
 - Site Location
 - Zoning
 - Aerial Photo
4. Agency Comment Letters
 - PCWA
 - SPMUD
 - Placer Environmental Health
 - South Placer Fire District
 - City of Rocklin

NOTE: Notice published in the Loomis News on May 10, 2018, and mailed May 10, 2018.